

Town of Danville

Day Camp Parent Handbook 2016



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Table of Contents

Our Mission	3
The Staff.....	3
Camper Bill of Rights.....	3
Town of Danville Traditional Summer Camps	4
Emergency Forms	5
Check-in/Check-out.....	5
Early Drop-off/Pick-up	6
Camper Attire	6
Swimming at Monte Vista Community Pool	6
BBQ.....	7
Family Fridays	7
Park	7
Curriculum	7
Snacks/Meals	7
Allergies.....	8
Storing and Administering Medication	8
Sunscreen.....	8
Field Trips	8
Handling of Participants Belongings and Money	9
Inclement Weather.....	9
Camper Discipline	9
Illness/Injury.....	10
Gifts	10
Visitors	10
Reporting of Child Abuse	10

CONTACT US:

**Town of Danville
Recreation Services**
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(925) 314-3400
Monday-Friday
8:30 am–5:00 pm

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COMMUNICATING WITH YOUR CAMPER

If you need to get a message to your camper, have general questions about a camp or field trip, or need to register for another camp session, contact the Danville Community Center at 925-314-3400.

If you need to report a late drop off, early pick up, or absence, or if you have a suggestion or concern, please contact the appropriate Program Coordinator or the Program Supervisor.

Welcome to the Town of Danville's 2016 Summer Camps Program!

OUR MISSION

The Town of Danville's Recreation Services is committed to providing a fun, safe, enjoyable experience for you and your child. Each camp day is full of exciting activities, including crafts, sports, games, songs, and adventures planned around a weekly theme.

THE STAFF

The camp staff is an enthusiastic group, trained and experienced in working with children. The staff is fun-loving, caring and energetic, and has undergone a rigorous interview process to earn their positions. Each camp has a Site Leader and support staff.

Staff attends 30 hours of training prior to camp, including CPR/AED, First Aid and training in heat-related illnesses, insect bites, EpiPen® administration, mandated reporting, inclusive game leading, arts & crafts, the 40 Developmental Assets® (www.search-institute.org), and more.

CAMPER BILL OF RIGHTS

Our philosophy is that every child deserves to have a magical summer. Below is the Town of Danville's Camper Bill of Rights. Every child should walk away from camp having experienced all of these!

- Be Greeted by Name
- Make a New friend
- Connect With a Counselor
- Learn Something New
- Be Active
- Be Physically Safe
- Be Emotionally Safe
- Have FUN

TOWN OF DANVILLE TRADITIONAL SUMMER CAMPS

Little Acorn Day Camp (Ages 4-6): Monday through Friday, 9:00 a.m. to 12:00 p.m.

Check-in starts at 8:45 a.m.

Hap Magee Ranch Park

1025 La Gonda Way

Osage Adventure Day Camp Junior (Ages 5-7): Monday through Friday, 9:00 a.m. to 1:00 p.m.

Check-in starts at 8:45 a.m.

Charlotte Wood Teen Center

600 El Capitan Drive

Osage Adventure Day Camp (Ages 7-11): Monday through Friday, 9:00 a.m. to 1:00 p.m.

Check-in starts at 8:45 a.m.

Charlotte Wood Teen Center

600 El Capitan Drive

Danville Day Camp Junior (Ages 5-7): Monday through Friday, 9:30 a.m. to 3:00 p.m.

Check-in starts at 9:15 a.m.

Oak Hill Park Community Center

3005 Stone Valley Road

Danville Day Camp (Ages 7-9): Monday through Friday, 9:30 a.m. to 3:00 p.m.

Check-in starts at 9:15 a.m.

Oak Hill Park Community Center

3005 Stone Valley Road

Friday pick up will be at the Monte Vista Community Pool (3131 Stone Valley Rd.)

Extended Camp Program: Danville Day & Danville Day Junior

AM Care: Monday through Friday, 7:30 a.m. to 9:30 a.m.

PM Care: Monday through Friday, 3:00 p.m. to 6:00 p.m.

Extended Camp for Danville Day Camp Junior and Danville Day Camp is located at Oak Hill Park Community Center, 3005 Stone Valley Road

Play 'n Sports Day Camp Junior (Ages 7-9): Monday through Friday, 9:30 a.m. to 3:30 p.m.

Check-in starts at 9:00 a.m. and is located behind the gym.

Los Cerros Community Gymnasium

968 Blemer Road.

Friday pick up will be at the Monte Vista Community Pool, 3131 Stone Valley Rd.

Play 'n Sports Day Camp (Ages 9-11): Monday through Friday, 9:30 a.m. to 3:30 p.m.

Check-in starts at 9:00 a.m. and is located behind the gym.

Los Cerros Community Gymnasium

968 Blemer Road

Friday pick up will be at the Monte Vista Community Pool, 3131 Stone Valley Rd.

Day Camp Group Swim Lessons: Danville Day, Danville Day Jr. and Play 'n' Sports Day Camps

Monday through Wednesday: 3:00 p.m. to 3:25 p.m.

Staff will pick up children from camp and walk them to Monte Vista Community Pool. Parents should pick up from Monte Vista, 3131 Stone Valley Road. If child is in Extended Camp, staff will walk them back.

DesTEENation Camp Junior(Ages 9-11): Monday through Friday, 9:30 a.m. to 3:30 p.m.

Check-in starts at 9:00 a.m

Los Cerros Middle School Teen Center (portable behind the gym)

968 Blemer Road

Some days may start earlier and/or end later due to trips.

DesTEENation Camp(Ages 11-14): Monday through Friday, 9:30 a.m. to 3:30 p.m.

Check-in starts at 9:00 a.m

Los Cerros Middle School Teen Center (portable behind the gym)

968 Blemer Road

Some days may start earlier and/or end later due to trips.

Extended Camp Program – DesTEENation Camps & Play 'n' Sports Camps

Monday through Friday, 7:30 a.m. to 9:30 a.m. and 3:30 p.m. to 6:00 p.m.

Los Cerros Community Gymnasium

968 Blemer Road

EMERGENCY FORMS

If your child has a severe or life threatening allergy or requires medication during the camp day, notify the Program Coordinator, and complete an **Emergency Action Plan (EAP) for Allergies Form**, during the registration process. If you did not add these changes during registration you can go back into your account and make adjustments as needed.

Completed form(s) must be turned in on the first day of camp in order for children to attend.

CHECK IN/CHECK OUT

Youth Camps & DesTEENation Junior (ages 3-11)

A parent or guardian must sign the camper in each day. Camp staff will greet campers in the morning. Doors will open at the camp start time, and not before.

A parent or guardian must sign the camper out each day. To pick up a child, the parent, guardian, or authorized person (listed on Health Information and Emergency Form) must present valid identification before the child will be released. Please pick up your child promptly at the end of camp.

Teen Camps & Trips (11 and up)

With signed parental/guardian permission, campers enrolled in DesTEENation Camp may sign themselves in and out of camp.

Unless the camper is enrolled in Extended Camp (DesTEENation only), camp begins at 9:30 a.m. The Town is not responsible for participants prior to the camp start time. You must wait with your camper if you are not comfortable leaving him/her alone.

EARLY DROP OFF/LATE PICK UP

If campers are dropped off more than five minutes early or picked up more than five minutes late, you will be charged a fee of \$1.00 per minute. If extenuating circumstances are the cause of the early/late arrival, contact the Program Coordinator in advance to discuss options.

Thank you for understanding that day camp staff utilizes the time before and after camp for clean-up and set-up. If they are required to look after children during that time, they cannot be fully prepared for camp that day or the next. An Extended Camp program is available for Danville Day Camps, Play 'n' Sports Day Camp, and DesTEENation Camps.

CAMPER ATTIRE

1. **Campers need to dress comfortably each day.** Layering clothing is very helpful and allows for comfort during cold mornings or hot afternoons. Campers do get dirty; it is a good idea not to wear your best clothes to camp. A day camp t-shirt will be given to each camper the first day of camp. The shirt should be worn each day of camp for easy identification of campers.
2. **Shoes with an enclosed toe and non-marking sole** must be worn each day and at all times during camp. A camp day is full of activities and a lot of movement. Comfortable shoes make camp more enjoyable. Parents will be contacted if their child is not wearing appropriate shoes.
3. **Please leave your own toys at home;** we have plenty to play with at camp.
4. **Label** your lunch box, water bottle, sweatshirt, and anything else you bring to camp.

SWIMMING AT MONTE VISTA COMMUNITY POOL

Danville Day, and Play 'n' Sports, & DesTEENation Day Camps: On Fridays, campers should bring a swimsuit and towel. In order to be permitted to swim in deep water or use the diving board, campers must pass a swim test under the supervision of the aquatics staff. Campers may choose not to swim or may remain at the camp site under staff supervision.

Group Swim Lessons: Campers enrolled in group swim lessons (Monday through Wednesday only) should bring a swimsuit and towel. Town staff will escort campers to the pool. Children must be able to change clothes on their own. Parents pick up children at the pool, or campers registered for Extended Camp will be escorted back to their camp site.

BBQ

Friday is BBQ day! Campers are treated to hamburgers, hot dogs, chips, lemonade, and watermelon. Osage Camps walk over to the picnic tables next to the park and Danville Day Camp Junior, Danville Day Camp, Play 'n' Sports, and DesTEENation Camps walk over to the picnic tables at Oak Hill Park. Please notify the Program Coordinator of any special dietary concerns, and complete the Emergency Action Plan (EAP) for Allergies Form if applicable.

FAMILY FRIDAYS

From 11:30 am -12:15 pm on Fridays, family members of Little Acorn Day Camp are welcome to join their children at the end of the camp day on Friday for a sneak peek into camp!

PARK PLAY

All camps utilize Town of Danville parks and/or playgrounds with the exception of Little Acorn Camp.

CURRICULUM

All camps have a curriculum to follow to plan the day's activities. The curriculum is put together by the Program Coordinators and Program Assistants throughout the year. It is the goal of the Town of Danville to reduce summer learning loss by incorporating math, science, language arts, visual arts, physical education, and healthy eating habits into the curriculum. Please see your Site Leader if interested in reviewing the curriculum.

SNACKS/MEALS

A healthy snack and drink are strongly recommended as campers are very active throughout the day.

- **Little Acorn Day Camp:** Bring a snack and a water bottle.
- **Osage Adventure Day Camp:** Bring a snack, lunch and a water bottle.
- **Osage Adventure Day Camp Junior:** Bring a snack, lunch and a water bottle.
- **Danville Day Camp:** Bring a snack, lunch, and a water bottle.
- **Danville Day Camp Junior:** Bring a snack, lunch, and a water bottle.
- **Play 'n' Sports Day Camp:** Bring a snack, lunch, and a water bottle.
- **Play 'n' Sports Day Camp Junior:** Bring a snack, lunch, and a water bottle.
- **DesTEENation Camp Junior:** Bring a snack, lunch, and a water bottle.
- **DesTEENation Camp:** Bring a snack, lunch, and a water bottle.
- **Extended Camps:** Snack is provided. A summer snack menu will be available upon request. Menu is subject to change.

Some camps may provide a snack as part of craft or activity time. Please notify the Program Coordinator of any special dietary concerns, and complete the Emergency Action Plan (EAP) for Allergies Form if applicable.

ALLERGIES

It is the goal of the Town of Danville to be aware of all types of allergies. While packing snack/lunch for your child please consider that some children at camp may have allergies to certain foods.

STORING AND ADMINISTERING PARTICIPANT'S MEDICATION

All medications will be stored in a locked cash box on site with the exception of epi-pens which are stored in the staff's first aid fanny packs.

All medications, prescriptions and over the counter, must be provided to Recreation Services in their original packaging, with your child's full name written on the container. Remember to provide medication cups, spoons or other instruments for the medication's administration. The medication

dosage and instructions must be completed on the **Emergency Action Plan for Allergies/Medical Conditions** form found at <http://www.danville.ca.gov/Services/Recreation-Services/>.

Participants are responsible for arriving at the program with all necessary medications, supplies, pumps, back-up medications, and any other equipment necessary for the participant to safely administer their medications. Parents/guardians are responsible for providing all necessary informations regarding dietary restrictions, food allergies or special diet considerations to staff. Participants and parents/guardians shall be advised and reminded that it is the participant's responsibility to administer the medication and that staff will only assist as needed. Staff will not give scheduled injections.

SUNSCREEN

It is very important for children to wear sunscreen when participating in outdoor activities. Please apply sunscreen to your child at home before attending programs. Please notify staff if you send in your own bottle of sunscreen. The bottle should be labeled and kept in his/her backpack. Staff members are not allowed to directly apply sunscreen to children. There will be sunscreen on site.

FIELD TRIPS

Youth Camps (Ages 7-11)

Campers will attend off-site field trips on during the week. Please note that we may have early departures and late arrivals that will be noted in the schedule received on Mondays of each week. The schedule will also include what the camper should bring on the field trip and an emergency number where you can reach your children. A group of no more than 6 campers will be assigned to a camp counselor during the field trip. **The counselor will remain with their assigned group the entire day. Field trips will be chaperoned by Town of Danville staff only.**

Youth camps will be transported via school bus with seatbelts by First Student of Concord, CA. **If a camper arrives late for a field trip departure, there will be no credit or refund of enrollment fees.** If the bus should return late from a field trip, staff will call the Front Desk at the Danville Community Center and an email will be sent out to all main contacts listed followed up by individual phone calls.

DesTEENation Camps (Ages 9-14)

The majority of DesTEENation camp is spent off-site at field trip locations (Tuesday – Thursday) with times varying for each trip. Participants must arrive promptly to camp by 9:30 a.m. each day. **If a camper arrives late for a field trip departure, there will be no credit or refund of enrollment fees.**

DesTEENation campers will be permitted to walk around field trip locations without direct staff supervision as long as they remain in assigned groups. Groups will be assigned times and locations for mandatory check-ins with staff throughout the day. If any participant abuses the privilege of being in groups during trips he or she will be required to remain with a staff chaperone and may lose the privilege of future trips during the week with **no refund or credit for the missed day of camp.**

DesTEENation Junior campers attend field trips with DesTEENation Camp only on Tuesdays and Thursdays. A group of no more than 6 campers will be assigned to a camp counselor during the field

trip. **The counselor will remain with their assigned group the entire day. Field trips will be chaperoned by Town of Danville staff only.**

Field trips may start earlier and/or end earlier depending on the trip. Traffic and other factors may cause delays. If the bus should return late from a field trip, staff will call the Front Desk at the Danville Community Center and an email will be sent out to all main contacts listed followed up by individual phone calls.

Below is a list of the assigned field trip days:

Tuesday: DesTEENation Junior and DesTEENation

Wednesday: DesTEENation

Thursday: Danville Day Camp Junior, Danville Day Camp, Play 'n' Sports Camp, Play 'n' Sports Camp Junior, DesTEENation Junior and DesTEENation

HANDLING OF PARTICIPANT'S BELONGINGS AND MONEY

Ultimately, the individual participant is responsible for belongings brought to camp. We recommend that all belongings be labeled with the child's name. Staff recommends that participants not bring MP3 players, ipods, game systems, etc. Lost and found will be located at your child's camp site. Please do not send money with your child unless asked by the staff. Children will need money to buy lunch for some field trips. When money is required, staff will collect it and place it into a small manila envelope with the child's name on it. The money will then go into a money bag held by your child's counselor for the day. At the end of the day, you will receive the manila envelope back with the change and receipts.

INCLEMENT WEATHER

We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality, or other inclement or severe weather. We reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. However, participants may be outdoors for a limited amount of time doing non-strenuous activities. Decisions about field trips are made on a case-by-case basis, taking into consideration media weather forecasts, camper ages, length of the bus ride, and trip destination. Camp will be held indoors the entire day if it is raining. No credits or refunds will be given for camps days held inside for weather.

EMERGENCY SITUATIONS

All Town day camp staff members have received training in the Town's emergency response concept of operations. Should an emergency situation arise, the following general steps will be taken:

- Recreation staff will execute appropriate actions for the present emergency situation.
- Emergency transportation shall be provided when necessary.
- Children's parents/guardians shall be notified promptly.
- Children will remain under Town supervision until a parent/guardian arrives.

CAMPER DISCIPLINE

There will come a time during camp when it becomes necessary to provide counseling or discipline to a camper. The methods of discipline used by Town camps are:

- a. Camp staff will speak individually with the camper
- b. Camper will be removed from the activity for a short amount of time
- c. Site Leader will speak with the camper
- d. Program Coordinator or Supervisor will speak with the camper

If the child meets with either the Site Leader or Program Coordinator, a Behavior Report will be filed and must be signed by the parent/guardian at the end of the day. If any child accrues two Behavior Reports in the same week, the parent will be called. If the problem persists during the week, under extreme conditions, the parent will be called to pick the child up early from camp. We ask that the parent speak with the child and let them know the importance of following the instructions of camp staff.

If a child threatens the safety or well-being of other campers or staff, the child will not be allowed to return to Town camps. **If a child is sent home early from camp, there will be no credit or refund of enrollment fees.**

ILLNESS/INJURY

1. Do not bring your child(ren) if they are sick, for the protection of all participants and staff. Notify the Program Coordinator in case of camper absence.
2. A participant who becomes ill or has a temperature of 100 degrees or more while in the program will be separated from program participants but will remain within supervision of the staff. A parent/guardian will be notified and required to pick up their child within one hour of notification.
3. If your child is injured, basic first aid will be administered. If deemed necessary, a parent/guardian may be contacted immediately. In cases of emergency, 911 will be called, and the parent/guardian will be notified.
4. In the case of an incident involving a collision or blow or jolt to the head, the camper will be removed from play immediately, and a parent/guardian will be notified. Camp staff will observe the injured camper for a minimum of one hour. Should the camper display any signs or symptoms of concussion, a parent/guardian will be notified immediately. Should a parent/guardian be unavailable by phone, camp staff will contact medical personnel. When a parent picks up their child, staff will provide them with printed information on head trauma.

GIFTS

According to Town personnel procedures, Town employees are not permitted to accept gifts from vendors or any member of the public. Thank you for not putting our camp staff in the awkward situation of refusing a gift from a camper. Homemade cards or pictures, however, are always appreciated.

VISITORS

Parents are always welcome to visit their child at camp, however, please check-in with the Site Leader or Site Manager upon arrival.

REPORTING OF CHILD ABUSE

Should you suspect child abuse at camp, a report of suspected child abuse must be made to the county department of social services or police department. **All Town of Danville Recreation Services staff are Mandated Reporters.**